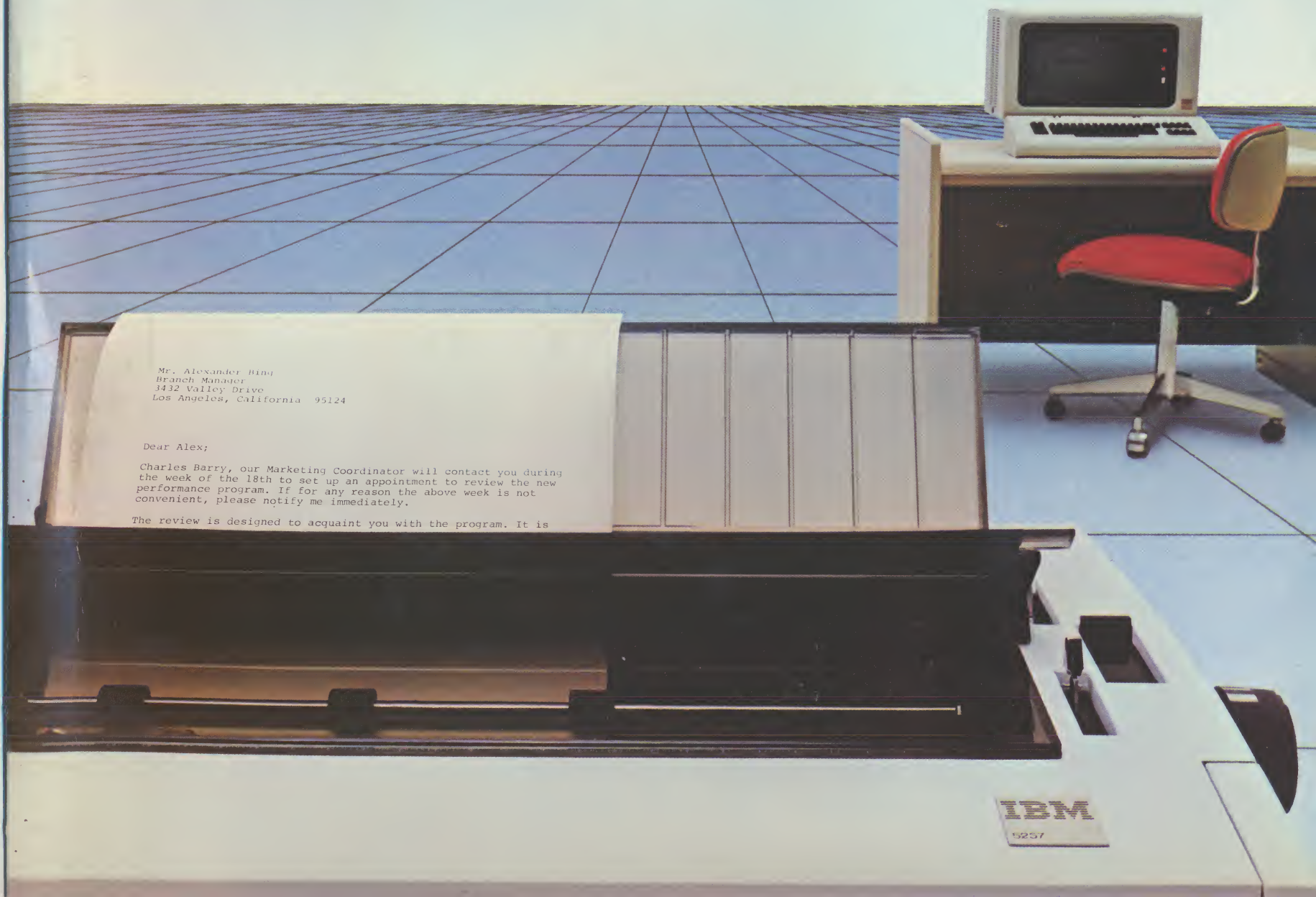


Equipment and Licensed
Program

IBM 5520
Administrative System

IBM



Mr. Alexander Bing
Branch Manager
1432 Valley Drive
Los Angeles, California 95124

Dear Alex;

Charles Barry, our Marketing Coordinator will contact you during the week of the 18th to set up an appointment to review the new performance program. If for any reason the above week is not convenient, please notify me immediately.

The review is designed to acquaint you with the program. It is

IBM

5257

IBM 5253 Display Station

- Features a 24-line screen that can display up to 1680 typed characters in multiple formats. This screen includes a scale line, information line, request line, and message line for a total of 1920 characters
- Provides high character resolution with 10 x 24 dot matrix to allow ease of viewing text information
- Includes display features such as blinking characters, adjustable intensity, underscore, column separators, and reverse image
- Includes a familiar, typewriter keyboard with coded function keys to speed access to frequently used functions

- Allows information to be entered at the keyboard, viewed and revised on the display screen—then stored in the document library, printed or distributed
- Provides access to system and application functions, including menus and HELP panels, provided by the licensed program

- Allows vertical scrolling up or down a document page—as well as horizontal segmenting across a document page
- Comes with a keylock security option
- Includes status indicators to show current status of system and work in progress
- Connects directly to the system unit by cable up to 5000 feet (1524

meters); display stations may be multidropped on one cable

- Requires directly attached display station as a system console within 20 feet (6.2 meters) of the system unit

IBM 5254 Dual Display Station

- Features two back-to-back 12-line display screens and two typewriter keyboards
- Allows two operators to simultaneously and independently create and revise text—as well as access other system functions
- Provides the same functions as the IBM 5253 Display Station



IBM 5257 Printer

- Provides impact printing on both single sheet and multipart continuous form paper
- Prints at a rated burst speed of 55 characters per second (cps) or approximately 550 words per minute (12 pitch)
- Includes an end-of-paper sensor that indicates when the printer is out of continuous form paper

- Uses interchangeable 96-character print wheels—enabling type-style and pitch to be changed as required; offers 10 and 12 pitch and proportional spacing
- Offers a forms tractor for feeding of continuous paper of variable widths

IBM 5258 Printer

- Uses ink jet technology to produce correspondence quality print images
- Prints envelopes of varying sizes automatically from a drawer which holds up to 500 envelopes
- Selects single sheet paper automatically from one of two drawers—each holding up to 600 sheets of 16 lb paper—allowing both letter and legal size paper
- Prints at a rated burst speed of 92 cps at correspondence quality, approximately 920 words per minute (12 pitch)
- Prints up to five typestyles (fonts) that can be selected electronically by the operator
- Offers 10 pitch, 12 pitch, proportional spacing and typestyles for most Western European languages



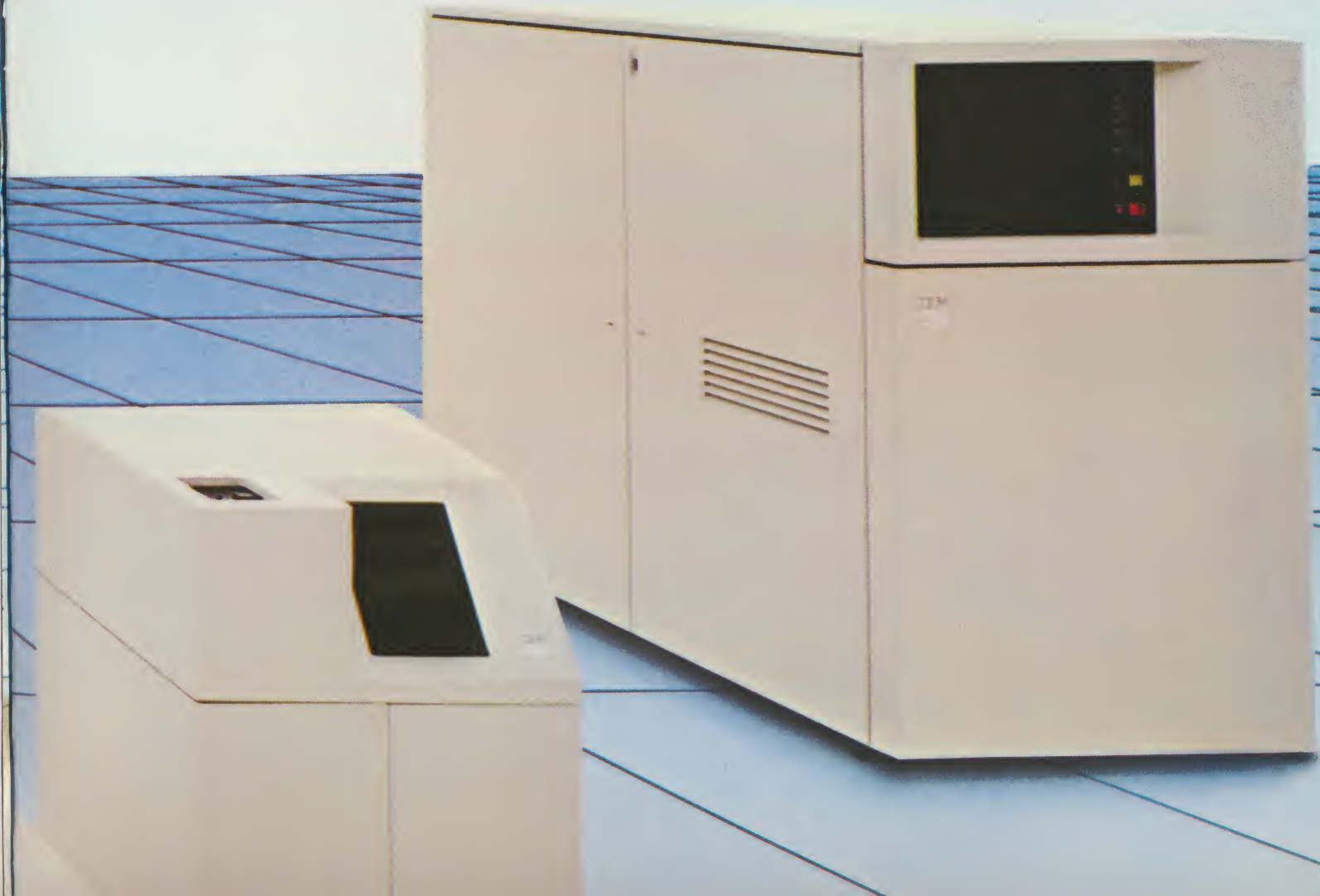
IBM 5321 Mag Card Unit

- Reads and writes magnetic cards, allowing you to take advantage of existing mag card libraries
- Holds up to 50 cards (input hopper) for continuous reading
- Records up to 50 tracks of information on a card—with up to 100 characters per track
- One mag card unit can be connected to the system unit by a cable up to 15 feet (5 meters) long

IBM 5525 System Unit

- Contains several processors which can perform multiple jobs at the same time
- Comes in four models—providing 29 to 130 megabytes of internal disk storage
- Supports local attachment of up to 18 display stations and 12 printers based on model selected
- Supports multiple communication channels for local printers and the remote attachment of communicating devices

- Available with single or magazine diskette drive depending on the model . . . each diskette can store approximately 1.0 megabytes, while the system can contain up to 23 diskettes . . . the diskette and magazines are removable and provide unlimited external storage.



IBM 5520 Administrative System Equipment

The IBM 5520 Administrative System includes a family of display stations, printers, a system unit and a mag card unit. These components plus the licensed program allow you control over the letters, memos, reports and other documents you create—and then print or distribute to department and remote locations in your organization.

Administrative Processing Program

The powerful Administrative Processing Program performs system management functions—as well as text and document distribution functions requested by your secretary.

Text and document distribution functions

Text and document distribution functions supported by the licensed program can be grouped into the following major categories:

- Creating, revising, replacing or deleting documents
- Paginating revised documents to:
 - Include other defined text
 - Insert variable information where required
 - Adjust line or page endings
 - Eliminate widow lines
- Distributing documents to one or more locations
- Receiving documents from another 5520 system or other communicating office equipment (such as an IBM Office System/6 or a Mag Card II-Communicating Typewriter), or a properly programmed IBM System/370
- Archiving documents no longer needed in internal storage onto convenient, reusable diskettes
- Providing production statistics

System management functions

The following represent the major system management functions of the licensed program:

Display aids: These provide the secretary with helpful reference information at the display station. They include:

- Menus to aid the secretary in selecting and defining the tasks to be performed by the system
- Messages to inform the secretary of print completion and confirmation of delivery as well as detected entry errors, system status and device status
- HELP panels to provide the secretary with an online reference aid to functions, options, formats and keys

Personalization: When a 5520 is installed, it is personalized to suit your particular needs. Personalization consists of specifying information such as:

- Descriptions of the various devices in the system
- Names and profiles of secretaries
- Names and descriptions of documents
- Distribution lists
- Default values that are designed to meet the needs of your greatest number of users
- Standard formats frequently used

Security and integrity: The 5520 offers several levels of security for stored and distributed documents. These include optional keylocks and passwords, as well as defined secretary identification numbers. Encryption devices are available to aid distribution security.

Document control by owner reduces the possibility of unintentional alterations or unauthorized access.

Concurrent activity scheduling: The system performs application functions requested by your secretary as either interactive (foreground) or concurrent (background) activities. An interactive activity, such as creating a document, may be performed at the time it is requested by the secretary. A concurrent activity, such as printing, paginating or distributing a document or global alterations, is performed when requested—allowing the secretary to continue with other tasks at the display station.

Print Queue Management: Arranges print jobs for each printer for optimal productivity based on priority and paper requirement (letterhead, legal, special forms).



Technical Summary

IBM 5525 System Unit

Four models available:

Capabilities	Model			
	20	30	40	50
Maximum stations	6	12	18	18
Maximum printers	3	6	10	12
Maximum communications lines	2	4	8	16
Internal disk storage (megabytes)	29	29	65	130
Maximum online diskette storage (megabytes)	1	1	1	23

Disk storage device: Integrated into system unit. Non-removable disks contain licensed programs and libraries. Used for active documents that are frequently needed.

Diskette device: Used for external storage of documents—allowing secretaries to write (archive) documents from internal storage onto

removable IBM diskettes. Diskette drive is single feed, or, on the Model 50, magazine feed. The magazine feed device permits automatic feeding and retrieval of diskettes from two magazines with a capacity of 10 diskettes each, plus slots for three additional single diskettes, for a total of 23 diskettes.

IBM 5253 Display Station

Display: 24 lines display up to 1680 typed characters. Screen includes a scale line, request line, information line, and message line for a total of 1920 characters. Normal or bright intensity, non-display of security information, blinking of information, underscore, reverse image, highlighting.

Keyboard: Adjustable typewriter keyboard with additional coded function keys. Available with either 92 or 96 characters.

IBM 5254 Dual Display Station

Functions as two 5253 Display Stations with two keyboards and two screens (12 lines display up to 720 typed characters on each screen). Additionally, 240 characters are available for scale line, request line, information line, and message line for a total of 960 characters on each screen. When connected to the system, it counts as two display stations.

IBM 5257 Printer

A bidirectional, serial impact printer mounted in a desk-high unit. Provides impact printing on both cut sheet and continuous form paper. Prints at a rated burst speed of 55 cps (12 pitch). Actual speeds will vary, based on installation and application. Multiple typestyles available on inter-changeable print wheels.

IBM 5258 Printer

Combines the high-quality of ink jet printing and the flexibility of up to five electronically selectable typestyles with 10, 12 pitch and proportional spacing, automatic sheet feeding from two paper drawers and envelope feeding. Prints at a rated burst speed of 92 cps at correspondence quality (12 pitch). Actual speeds will vary, based on installation and application. Offers a variety of typestyles including most Western European languages.

IBM 5321 Mag Card Unit

Input hopper holds up to 50 cards for continuous reading. Output stacker holds up to 60 cards.

Communications

Integrated communications hardware and software permit the system to function over switched or nonswitched communication lines. Line protocol can be either binary synchronous communication (BSC) or synchronous data link control (SDLC).

Multiple communications channels can be attached to a System Unit—allowing communications with another 5520 system, an IBM Office System/6, properly programmed System/370, Word Processor/32, Mag Card II-Communicating or 6670 Information Distributor.

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The photographs in this brochure are of engineering and design models; display screens are simulated computer displays, intended to serve only as examples. Any names of individuals, companies, brands, and non IBM products are fictitious, and similarities to actual names are coincidental.

Equipment and licensed program